



City and County of San Francisco
Sourcing Event ID 0000008229
Formal Request for Proposals
Strategic Plan Consultant

Addendum No. 1

Date: May 1, 2023
To: Respondents to Letter of Interest for the Sourcing Event referenced below
Subject: Addendum No. 1 Sourcing Event ID 0000008229, Formal Request for Proposals for Strategic Plan Consultant

Previously Issued: Request for Proposals dated April 25, 2023 ("RFP")

On behalf of the Department of Building Inspection, (DBI) invite you to participate in the selection process for this concession opportunity pursuant to the RFP, supplemented by this Addendum No. 1.

Please review the RFP and all Addendums carefully. The RFP is modified and supplemented as set forth below. If there are any inconsistencies between the terms of the RFP, as previously modified and supplemented, and the terms of this Addendum, then the terms of this Addendum shall prevail.

We regret any inconvenience this may cause.

1. **MANDATORY MINIMUM QUALIFICATION DOCUMENTATION DUE WITH EACH PROPOSAL (2nd page)**

PROPOSERS MUST SUBMIT WITH THEIR PROPOSAL DOCUMENTS IN SUPPORT OF EACH MINIMUM QUALIFICATION LISTED BELOW. A PROPOSAL THAT FAILS TO PROVIDE THE FOLLOWING DOCUMENTATION WILL NOT BE ELIGIBLE FOR FURTHER CONSIDERATION.

MQ #	Description
MQ 1	Completed Attachment 1, City's Contract Terms and Proposed changes (if any), submitted by Deadline for RFP Proposals.
MQ 2	Completed Attachment 2, CMD LBE Forms. If CMD Forms are not completed correctly and submitted by Deadline for RFP Proposals, then Proposals may be deemed unresponsive and not evaluated. <u>The LBE Subcontracting requirement is waived.</u> For questions on CMD Forms, contact Contract Monitoring Division's Contract Compliance Officer, antonio.tom@sfgov.org
MQ 3	Completed Attachment 3, Part I-Proposer Information and Part II-Proper Questionnaire, must be submitted by Deadline for RFP Proposals.
MQ 4	Completed Attachment 3, Part III-Proposer References, Proposer has provided three professional references, must be submitted by Deadline for RFP Proposals.
MQ 5	Completed Attachment 4, Proposer's Written Proposal.
MQ 6	In Attachment 4, Proposer has five years of experience.

MQ 7	In Attachment 4, Proposer has submitted two similar prior project descriptions within the last 5 years in the sale of goods and/or services requested by this Solicitation.
MQ 8	Completed Attachment 5, Cost Proposal Template.
MQ 9	Attachment 5, Proposer's Cost Proposal for Services Requested not to exceed \$100,000.
MQ 10	Completed Attachment 8, City's Non-Disclosure Agreement and Proposed Changes (if any).

2. V. MINIMUM QUALIFICATIONS DOCUMENTATION REQUIRED WITH PROPOSAL (PASS/FAIL) (RFP Page 5)

Proposers must provide documentation that clearly demonstrates each Minimum Qualification (MQ) listed below has been met. Minimum Qualification documentation should be clearly marked as "MQ1", MQ2", etc.... to indicate which MQ it supports. Each Proposal will be reviewed for initial determination on whether Proposer meets the MQs referenced in this section. **This screening is a pass or fail determination and a Proposal that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process.** The City reserves the right to request clarifications from Proposers prior to rejecting a Proposal for failure to meet the Minimum Qualifications.

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